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MEMORANDUM FOR: Assistant Deputy Director for Administration (IAS)
General Counsel ✓
Auditor-in-Chief
Acting Assistant Director (Personnel)
Comptroller
Chief, Medical Staff
Chief, Procurement and Supply Office
Chief, General Services

SUBJECT : Newsletter for Senior CIA Representatives

1. For your information there is quoted below a memorandum from the Executive Assistant to the Director on the above subject.

"1. During the Deputies Meeting of 8 July, the Director approved a recommendation that pertinent information be furnished the Senior CIA Representatives on a monthly basis.

"2. It is contemplated that this information will be sent in a Newsletter consisting of two parts: Part I will contain items of interest world wide; Part II, a tab or appendix, will contain items of interest to a limited number of representatives and will be forwarded only to those having legitimate interest in the contents.

"3. The Newsletter will contain those items of information that the Deputies believe would be of interest to the Senior Representatives. It is suggested that the following items be included:

- a. A round-the-world intelligence briefing with such operational highlights as may seem desirable;
- b. A brief summary of all substantive and administrative papers and actions concerning each area;
- c. A summary of major decisions, administrative changes, policy determinations, etc.

"4. The Senior Representatives will be instructed to use their discretion as to the extent of dissemination to their respective staffs afforded the various subjects covered in Newsletters. It is believed that the use of the tab or appendix system described above will minimize the security risk involved. As a further precaution, the Senior Representatives will be directed never to retain more than two issues of the Newsletter in their files at one time, a given issue being destroyed upon receipt of the second issue thereafter.

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"5. The Newsletter will be prepared under the direction of EA/DCI. In order for him to collate the material and place it in proper form, it is requested that each deputy submit to EA/DCI not later than the 25th of each month those items desired to be included in the Newsletter."

2. In order that proper exploitation be made of this Newsletter for improvement of administration, please provide to this office by the 20th of each month any material which you desire to be included in the Newsletter. The items should be concise, informative, nonargumentative, and of broad interest appropriate to paragraph 2 of the quoted memorandum. If submitted items are for Part II inclusion only, please indicate.

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L. K. WHITE
Acting Deputy Director
(Administration)